SiteManager
Training Manual

Module D
Chapter 6

Contractor Payments (+)
Contract Adjustments (+)

D-6-2

Viewing Contract Time Adjustments

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Viewing Contract Time Adjustments

The Contract Time Adjustments window permits the maintenance of time extensions and reductions for a specific Contract during the Estimate period, in lieu of making adjustments by way of a change order. Contract Time Adjustments are an optional feature and may not appear on the user's system. The user may add, modify, or delete Contract Adjustments that are not system-generated.


"Double-click" on **Contractor Payments (+).**

"Double-click" on **Contract Adjustments (+).**
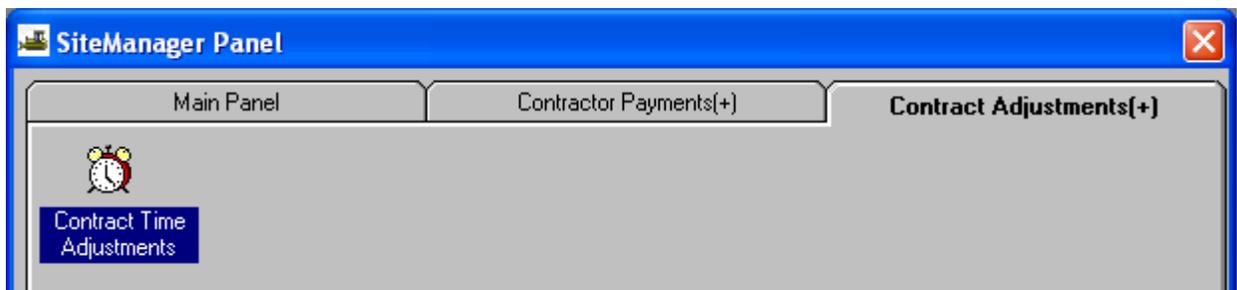
"Double-click" on **Contract Time Adjustments**.
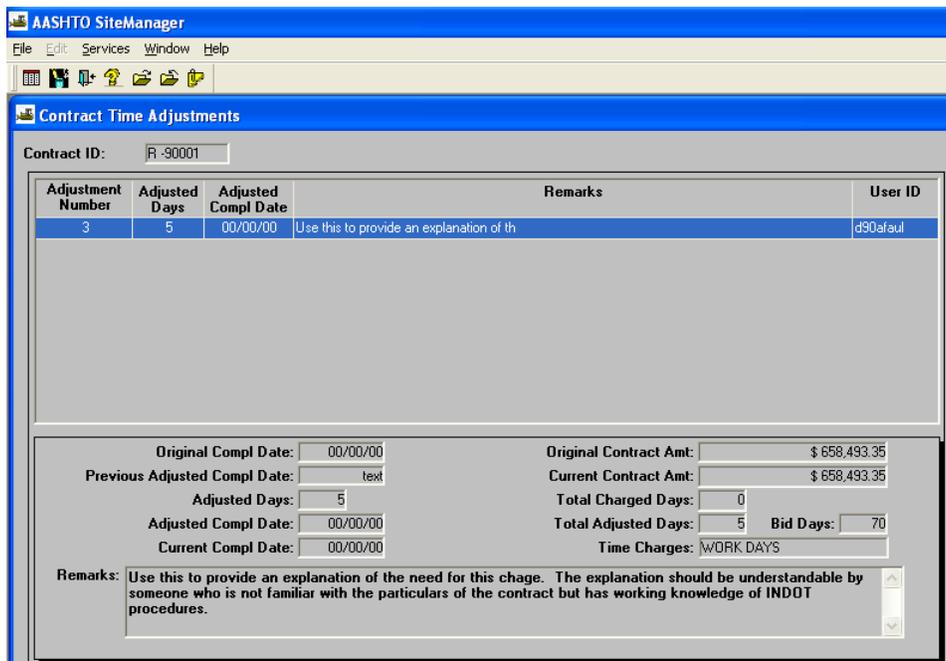
The **Contract Time Adjustment** Window opens if the contract was already open in another window.

If the window does open on the correct contract ID then "click" the **Open** button on the toolbar.
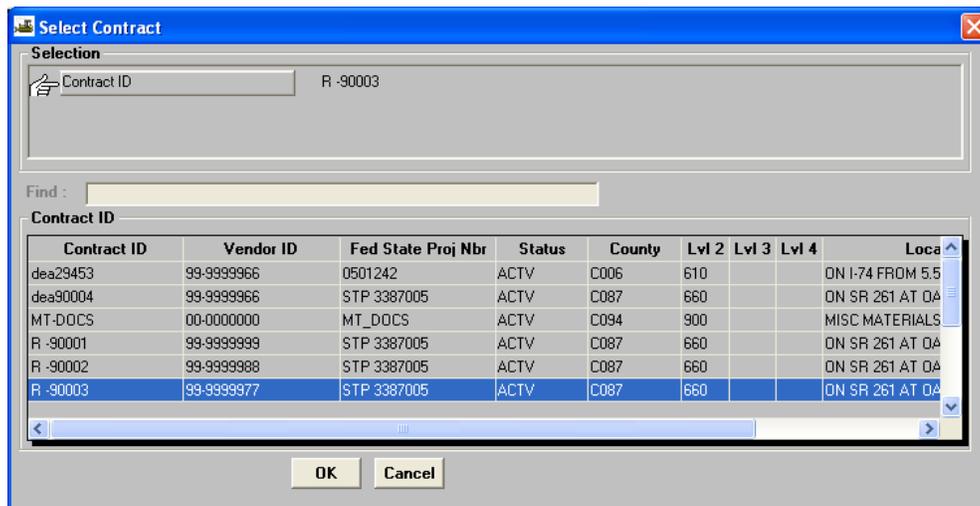
The **Select Contract** window appears.

The Bottom Panel contains the following columns:
- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr**: the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status**: the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
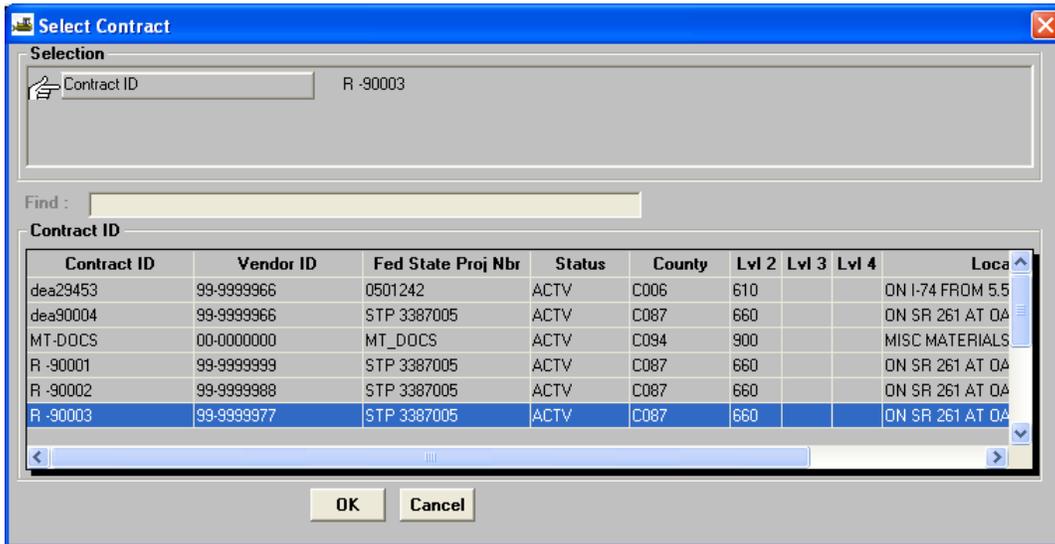
- **County**: the **County** column shows the county where the majority of the work is located.
- **Lvl 2**: The **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is currently not utilized by INDOT
- **Lvl 4:** The **Lvl 4** column is currently not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

"Double-click" on the appropriate **Contract ID**.
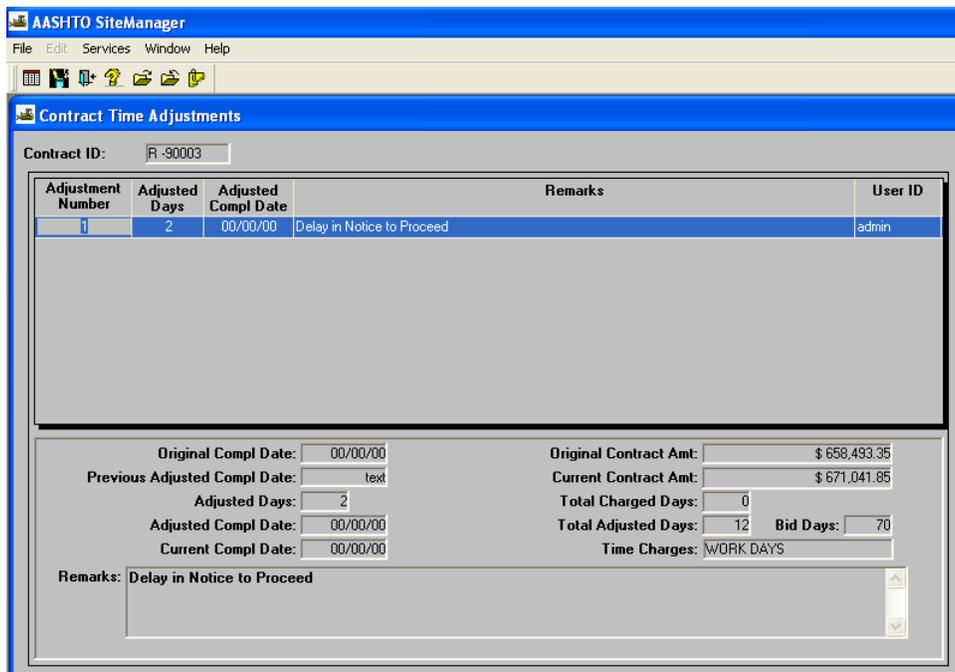
The **Contract Time Adjustment** window opens.

The upper portion of the window will list any previous adjustments that have been made to the Contract Time or Contract Completion date, other than by Change Order.

The lower panel contains information for:

Original Completion Date: the date the contract was required to be completed by the contract.

Original Contract Amount: the value of the contract as awarded to the successful bidder.

Previous Adjusted Completion Date: the date the contract is estimated to be completed as revised by all previous adjustment (including change orders) except this one.

Current Contract Amount: the value of the contract including all change orders.

Adjusted Days: the number of days (work or calendar) of this adjustment or reduction.

Total Charged Days: total of all days charged to the contract to date. Not used if contract has a fixed completion date.

Adjusted Compl Date: **Adjusted Completion Date:** Revised completion date of the contract.

Total Adjusted Days: Total of all Time Extensions or Reductions including all adjustments in the upper panel as well as all change orders.

Current Completion Date: the revised completion date of the contract.

Time Charges: How contract time is assessed on this contract, either by:

> Fixed Completion Date
> Work Days
> Calendar Days

Remarks: This field is used to provide an explanation for the adjustment.
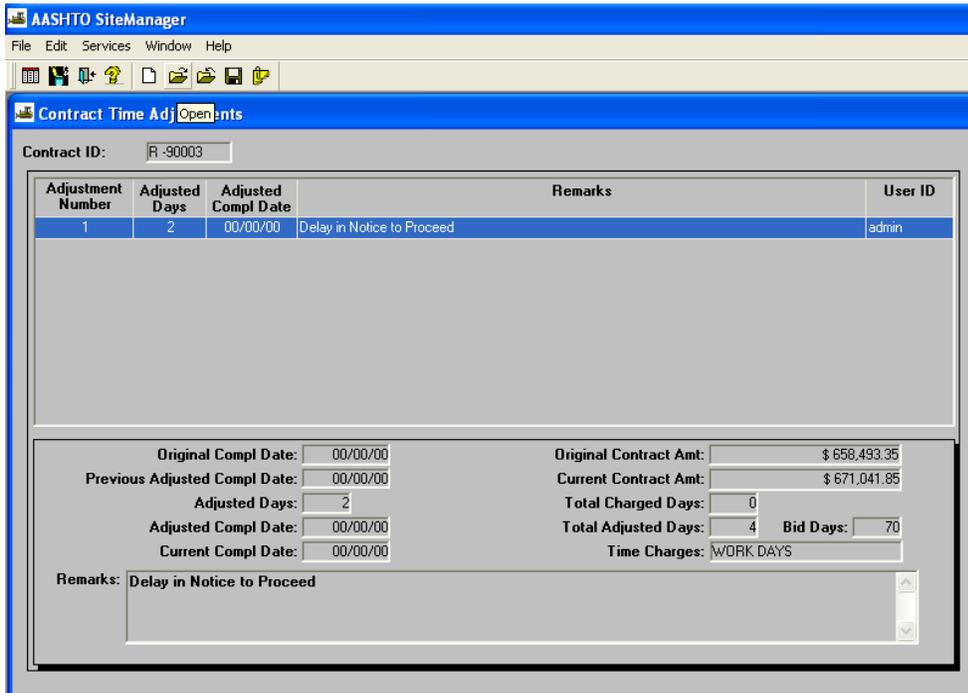
To view additional Contract Time Adjustments, "click" the **Open** 📂 button on the toolbar.

Or,

"Click" the **Close** 📂 button on the toolbar to exit.

Exercise D-6-2 Group Exercise
In the following exercise you will view a Contract Time Adjustment.
Log into SiteManager as: inquire
Password: pass
Navigate from **Main Panel**:
"Double-Click" on **Contractor Payments (+)**
"Double-Click" on **Contract Adjustments (+)**
"Double-Click" on **Contract Time Adjustments**
"Click" the **Open** button located on the toolbar
"Double-click" on Contract ID R -90001

Is there a Contract Time Adjustment for a delay in issuing the Notice to Proceed?